Tips and Tricks

A Monthly Newsletter of helpful hints and timely information

Performance & Development Solutions

Month

Featured Tip of the Month

Mail Merge

Want to send a letter to hundreds of people? Use the Mail Merge feature in Word to quickly and automatically insert names and addresses in your letter.

You will first need to create your list of recipients. You can use an Excel spreadsheet, a Word table, an Access table, or even your Outlook contacts. Use separate fields for first name, last name, address, city, state, and zip. You can have additional fields for title, suffix, spouse name, etc.

Type your letter, but leave space for the address and your greeting. When your letter is complete except for these items, you are ready to start the merge!

Go to Tools, Letters and Mailings, Mail Merge. In 2003 and XP, a task pane will open, and you will have 6 steps to complete.

In the first step, select "letter". In the second step, if you already have your letter open, select "use current document". In the third step, you will need to browse and select your file of addresses.

Step four lets you place both the "address block" and the "greeting line". The standard settings work well but can be adjusted to match your fields.

Step five will let you preview your letters, and, if perfect, step six lets you print. You just need to put enough paper in the printer!

To learn even more, consider taking a class! With instructor led learning, you get hands-on training, a course manual, and access to online tutorials, an expanded manual, exercise files, and a Help Desk.

Additionally, if needed, you can have a FREE Retake.

To register for classes, or to purchase Online ANYTIME courses, call your Training Liaison.

To see the current schedule of classes held at New Horizons, click here or go to:

http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm

Excel Extra

Taking Notes

Wouldn't it be great if you could write whole paragraphs of notes in Excel instead of having your text in one long line? You can.

Select a range of cells, perhaps several columns across and several rows deep. Go to Format, Cells, Alignment Tab. Turn on these three features: Merge Cells, Wrap Text, and change the vertical alignment to Top.

You will now be able to type and have the text fill the cell.

To wrap to a second line in any cell, use Alt + Enter.

Graphics Corner

Lighten Up!

Word can add your text or pictures as a watermark behind every page in your document (Format, Background), but you can take any picture and make it a washout and place it behind text yourself.

When you click on a picture, the Picture Toolbar appears. The button second from the left will let you adjust the colors of the picture, from grayscale to black and white to washout. This last option brightens the picture and lowers the contrast, creating a

lighter version you can use as a watermark.

To place the picture behind your text, you will need to change your layout. You can either double-click the picture or find the button on the toolbar for layout options.

Drag to reposition the picture. The green handle on top will let you rotate your picture. The other eight handles will let you resize the photo.

If you need to select your picture later, you may have to find a gap between your text in order to click on it.